CENTRAL CONNECTICUT STATE UNIVERSITY

DEPARTMENT OF COUNSELOR EDUCATION AND FAMILY THERAPY

**BYLAWS**

**Revised January 2018**

**DEPARTMENT OF COUNSELOR EDUCATION AND FAMILY THERAPY**

**Mission**

The mission of our Department derives from the mission of the Counselor Education and Family Therapy professions: to promote the dignity and welfare of all human beings and to help individuals and families to lead healthy, happy, meaningful, and self-sufficient lives. By fostering healthy human beings, we are, by extension, making for a better human society with stronger families, stronger schools, and stronger communities. While all citizens bear responsibility for building a better world, counselors and family therapists willingly assume a larger share of this responsibility because they have chosen helping others as their life’s work. As such, they are people of goodwill and compassion who have great respect for human dignity and diversity, are committed to promoting universal human rights and freedoms, and for working for a sustainable human community that provides for the wellbeing of all its citizens.

**Core Values**

The Department of Counselor Education and Family Therapy (hereinafter referred to as the Department) recognizes the power of language and commits itself to use respectful, inclusive, bias-free language in all departmental documents, including the Internet. To that end, individual program statements, course syllabi, departmental correspondences, and departmental web-based information will be monitored and reviewed on an on-going basis by Department faculty to ensure bias-free/neutral and inclusive language. Moreover, the Department commits to having representation on the School of Education and Professional Studies (SEPS) Diversity Committee.

**ARTICLE 1**

**Definitions**

* 1. **Preamble**

These are the Bylaws that govern the organization of the Department of Counselor Education and Family Therapy at Central Connecticut State University.

* 1. **Responsibility and Authority**

The Department is housed within the School of Education and Professional Studies. The function of the Department is to conduct academic programs leading to the accumulation of academic credit and any other function covered by the Connecticut State University- American Association of University Professors/Board of Trustees (CSU-AAUP/BOT)Collective Bargaining Agreement, August 26, 2016 – August 26, 2021 (hereinafter referred to as the Agreement). The Department is responsible for the coordination of each program.

* 1. **Members of the Department**

The Department shall consist of the faculty members identified in Article 1.6.1 and 1.6.2 of AAUP. A quorum for Department meetings shall consist of two-thirds of the full-time faculty.

**1.4** All persons with teaching responsibilities in the Department, both full- and part-time, are designated hereinafter as Instructors.

**ARTICLE 2**

**Personnel**

**2.1 Selection of Departmental Chairperson**

The Departmental Chairperson shall be selected by the guidelines established by the Faculty Senate and possess the academic qualifications to meet national accreditation standards.

**2.2 Duties of Departmental Chairperson**

The duties of Departmental Chairperson are stated in the current AUP/BOT contract.

2.2.1. Represent the Department to the University administration.

2.2.2. Provide orientation information to new faculty (full- and part-time).

2.2.3. Schedule Department meetings and develop the agenda.

2.2.4. In consultation with the faculty shall determine teaching loads (which includes section capacity) and other teaching and miscellaneous assignments.

2.2.5. Consult with Program Coordinators regarding program accreditation issues.

2.2.6. Conduct a Departmental mid-semester student assessment for the first time that instructor teaches that course at CCSU.

2.2.7. Endeavor to create a working atmosphere which will facilitate the professional development of the faculty members and students of the Department.

2.2.8 Supervise and evaluate administrative/clerical staff.

**2.3 Selection of Program Coordinator**

The majority of services provided by the Department are delivered via each of its Programs (Clinical Professional Counseling, Marriage and Family Therapy, School Counseling, and Student Development in Higher Education).

2.3.1. Selection of Program Coordinator shall be by majority vote of Department faculty once per academic year or as needed.

**2.4 Duties of Program Coordinator**

2.4.1. Maintain professional standards and ethical practices established by national association and relevant accrediting bodies.

2.4.2. Consult with Chair in determining course schedule and teaching assignments.

2.4.3. Provide students with accurate and up to date program handbooks.

2.4.4. Maintain accurate and up to date program information and an updated Student Handbook for the Program on the University and Departmental website.

2.4.5. Schedule Professional Advisory and/or Site Supervisor meetings and arrange for minutes to be taken.

2.4.6. Seek faculty consent for substantive program change (e.g., admission policy, curriculum changes).

2.4.7. Assign student advisees to Program faculty for advisement.

2.4.8. Contribute to annual assessment report for University with Chair.

2.4.9. Provide backup consultation and advise support for program clinical coordinator, as necessary and applicable.

2.4.10. Coordinate accreditation responsibilities including working with Program faculty, Clinical Coordinator, administrative staff, and Department Chair to lead the team on activities such as Department Student Learning Outcome assessment processes, data collection and analysis (TaskStream), curriculum alignment with accreditation standards, development and delivery of self-study documentation, communication and reporting to accrediting body, and collaborating with team on site arrangements (including planning and scheduling of site visit, on site meetings, site visitor travel, and development of agenda).

**2.5 Faculty Responsibilities**

**Full-time faculty shall:**

2.5.1. Be identified as having primary responsibility to one of the Departmental Programs and shall be assigned advisees and teaching load accordingly.

2.5.2. Regularly attend all Department faculty meetings.

2.5.3. Submit to the departmental chairperson at the beginning of each semester a list of office hours according to the requirements of the Agreement. Additional hours may be required during advising/registration periods.

2.5.4. Teach all scheduled classes.

2.5.5. Submit grades for all students in a timely manner and in accordance with University policy.

2.5.6. Notify the Departmental Chairperson in advance when they are not teaching scheduled classes or keeping office hours for student advisement.

2.5.7. Make arrangements to have all scheduled classes covered by qualified instructors in the event that they themselves are not in attendance.

2.5.8. Advise students in their advisory caseload.

2.5.9. Consult with assigned advisees to develop and approve an appropriate Planned Program of Graduate Study, place a copy of plan in student files, and submit a copy of plan to the School of Graduate Studies office in timely manner.

2.5.10. Maintain student and advisee files within Department with necessary documents (e.g., applications, plan of study, course substitution, independent studies, thesis, etc.).

2.5.11. Attend and cooperate in carrying out the specific functions of the various committees of both the University and the Department.

2.5.12. Teach classes in the classrooms assigned by the Office of the Registrar. Inform Departmental secretary of any changes.

2.5.13. Develop courses and select textbooks.

2.5.14. Supply one electronic copy of current course syllabi for Department files.

2.5.15. Support Department activities such as seminars and workshops.

2.5.16. Maintain current expertise in their areas of teaching responsibility.

2.5.17. Conduct a university end-of-course student assessment.

2.5.18. Be encouraged to be actively involved in professional activities in professional organizations, research, consulting, writing, and civic/community service and/or clinical activities, so long as such activity does not interfere with their responsibilities to their students, the Department and the University.

2.5.19. Pursue creative activity/scholarship appropriate to one’s field of study and participate in service to Department, School, University, and community as reasonable.

2.5.20. Reflect conduct that is professional, ethical, collegial, and courteous.

2.5.21. Consult with Department Chair regarding student complaints, ethical and professional functioning issues

2.5.22. Participate as team member with program accreditation activities led by Program Coordinator and support accreditation process.

**For faculty who are faculty supervisors for practicum and/or internship:**

2.5.23. Be available to meet with the Clinical Coordinator of the Program to discuss requirements and administrative changes for clinical courses and to report student’s progress (practicum and internship).

2.5.24. Ensure that students keep all their clinical records on TaskStream in order to meet accreditation requirements and/or department assessment data.

2.5.25. Ensure that students’ practicum and internship evaluations are on TaskStream by the deadline established by the Clinical Coordinator of the Program.

**For faculty who participate in a Thesis Committee:**

2.5.26. Maintain ongoing communication and be available to meet with thesis committee chair in order to ensure student thesis progress on a timely manner.

**2.6 Part-Time/Adjunct Faculty Responsibilities**

**Part-time/adjunct faculty members, as Instructors, shall:**

2.6.1. Abide by the policies/procedures of the Department and University.

2.6.2. Orient selves to pertinent University policies.

2.6.3. Complete essential University forms, certificates, health licenses, etc.

2.6.4. Conduct a University end-of-course student assessment.

2.6.5. Follow established Program Accrediting body goals and objectives when creating Department course syllabi.

2.6.6. Be responsive to all University correspondence (email, phone calls, letters), and be available to meet in a timely manner with the Departmental Chairperson and/or Program Coordinator to report progress and provide feedback for future course revisions, etc.

2.6.7. One part-time/adjunct member will attend monthly Department faculty meetings as representative of part-time faculty.

2.6.8. Attend part-time/adjunct faculty meetings as necessary as request by Program Coordinator and/or Department Chair.

2.6.9. Provide on request updated information for current personnel files in the Department.

2.6.10. Submit grades for all students in a timely manner and in accordance with University policy.

**Part-time/adjunct faculty members, as faculty or clinical supervisors, shall:**

2.6.11. Be available to meet with the Clinical Coordinator of the Program, as necessary, to discuss requirements and administrative changes for clinical courses and to report student’s progress (practicum and internship).

2.6.12. Collect hard copy of students’ clinical hours and submit them to Clinical Coordinator monthly, if required by Program.

2.6.13. Ensure that students keep all their clinical records on digital data system (i.e. TaskStream) in order to meet accreditation requirements, if required by Program.

2.6.14. Ensure that students’ practicum and internship evaluations are on TaskStream by the deadline established by the clinical coordinator of the Program.

2.6.15. Provide relevant data to accreditation team as requested and in a timely manner.

**Part-time/adjunct faculty members, as Thesis Committee members, shall:**

2.6.16. Maintain ongoing communication and be available to meet with Thesis Committee Chair in order to ensure student thesis progress on a timely manner.

**2.7 Clinical Coordinator Responsibilities**

2.7.1. Function as the Clinical Coordinator in the Department in order administratively coordinate the clinical requirements of designated Program(s) to assure consistency with accreditation and professional/state certification/licensing requirements.

2.7.2. Establish procedures and manage administrative process of clinical experience for Department's counseling specializations.

2.7.3. Development and maintenance of consistent Department documentation and forms given each counseling specialization requirements.

2.7.4. Communicate with the field supervisors regarding practicum/internship requirements and clinical and administrative expectations at the beginning of practicum and internship placements.

2.7.5. Coordinate and communicate with the practicum and internship section instructors regarding administrative processes, documentations requirements, and deadlines and required documentation in student clinical files.

2.7.6. Coordinate with Department administrative staff on maintenance of student clinical files.

2.7.7. Collect, analyze, and report student and field site evaluation data each semester.

2.7.8. Conduct alumni, field supervisor, and employer surveys (as needed), analyze data, and prepare annual report for Department Chair for Annual Department Report and accreditation purposes.

**ARTICLE 3**

**Faculty Evaluation**

**3.1 Department Evaluation Committee (DEC)**

Membership and functioning of the DEC shall be in accordance with the current CCSU-AAUP Bargaining Agreement including the following:

**3.1.1. Membership of DEC**

3.1.1.1. Membership shall consist of at least four tenured faculty and may include the Department Chairperson.

3.1.1.2. A faculty member who serves on the DEC will recuse themselves when being considered for promotion or sixth year professional assessment; but may serve as a voting member for other faculty promotion and tenure decisions.

3.1.1.3. The DEC Chairperson will be elected annually by the members of DEC at its first meeting.

3.1.1.4. The Department Chairperson may serve as the DEC Chairperson under extenuating circumstances (i.e., hardship) and by authorization from the Dean.

**3.1.2. Responsibilities of DEC Chair**

3.1.2.1. Calls DEC meeting with consultation of Department Chairperson.

3.1.2.2. Notifies membership of meeting days and times.

3.1.2.3. Appoints the recorder of minutes.

3.1.2.3. Acts as Departmental and University-wide official spokesperson for DEC on all matters relating to DEC and communication of all external transactions to membership.

3.1.2.4. Circulates to DEC members, committee narrative drafts of promotion, tenure, and/or sixth year professional assessment summary pages for final approval.

3.1.2.5. Notifies identified faculty, per correspondence from Human Resources, time lines pertaining to the submission of a folio for promotion and/or tenure, and/or sixth year professional assessment.

**3.2 Responsibilities of DEC Members**

3.2.1. Evaluate and make written recommendations concerning renewal, tenure, professional assessment, promotion, and sabbatical leave in accordance with current CCSU-AAUP/BOT contract guidelines.

**3.3 Mentoring and Observations for Non-Tenured Faculty**

3.3.1. All non-tenured faculty will be assigned a mentor who is a tenured DEC department faculty member or designee by the DEC.

3.3.2. Mentors and Department Chair will meet on a regular basis with non-tenured faculty; assist in orienting faculty to position and responsibilities; provide guidelines in developing a creative activity agenda; provide feedback on teaching effectiveness, advice and guidance on development of renewal and tenure portfolios.

3.3.3. Two DEC faculty will conduct teaching observations of non-tenured faculty per year. The observation process will include a pre-observation conference between the non- tenured faculty member and each individual faculty observer; and a post-observation conference. This procedure will serve to provide feedback to the non-tenured faculty member. Prior to the observations, the non-tenured faculty member must submit to each observer at least three days prior to the observation a pertinent syllabi

3.3.4. DEC members will observe three primary areas:

1. Mastery of teaching (including use of a variety of pedagogical approaches)
2. Classroom environment, student interactions, and rapport
3. Mastery of content (the DEC will utilize an approved departmental rubric for this observation).

**3.4 Faculty Evaluations**

3.4.1. Each **full-time faculty** member, in accordance with the BOR/AAUP contract, will utilize a student evaluation department faculty form that will be administered at the end of each semester for each year by another faculty member or a graduate student. The faculty member who is evaluated should not be physically present during the evaluation and evaluations should be sealed and left with Department secretary or other approved method of delivery approved by the Chairperson of the DEC.

3.4.2. **Part-time/adjunct faculty** will be periodically observed and evaluated when:

1. Part-time faculty member instructs a new course for the first time and/or;
2. Upon review of student opinion evaluations and/or;
3. As requested by the Department Chairperson.

3.4.2.1. The Department shall use the quality of teaching as the primary criteria for professional assessment and reappointment of part-time faculty.

3.4.2.2. Part-time faculty must submit to Department Chairperson (a) a syllabus and course objectives at the beginning of the semester for each course and (b) a course evaluation data no later than the last class day of the semester.

3.4.2.3. Observations will take place as directed by Department Chair.

3.4.2.4. Department Chair, in conjunction with Program Coordinator, will provide orientation, support, and mentorship to part-time/adjunct faculty as needed.

**ARTICLE 4**

**Departmental Committees and other Affairs**

**4.1 Teaching Loads, Assignments, and Responsibilities**

4.1.1. The Department chairperson shall, in consultation with the faculty, determine teaching loads, teaching, section capacity, and miscellaneous assignments consistent with the current CCSU-AAUP Bargaining Agreement.

4.1.2. All full-time faculty members shall have responsibility for the academic advisement of students.

**4.2 Department Meetings**

4.2.1. The chief function of the departmental meetings shall be to conduct business. Parliamentary procedure will be followed whenever Department decisions are to be made.

4.2.2. A minimum of one Departmental meeting per month during the fall and spring semester shall be established to discuss the business of the Department unless no agenda is submitted by the chairperson and/or faculty members. Faculty members may submit agenda items to the Departmental Chairperson sufficiently in advance of meetings.

4.2.4. Minutes shall be recorded for each meeting by the faculty member designated to do so. Recorders are appointed on a rotating basis. Minutes of all meetings shall be circulated to all Departmental members. Copies of the minutes shall be kept on file in the Department and copies forwarded to the Office of the Dean of the School of Education and Professional Studies.

4.2.5. All full-time faculty are required to attend scheduled faculty meetings (unless they have notified the Department Chair).

**4.3 Voting Privileges**

The Department shall express its decisions by majority vote of its full-time voting members. The right to vote on Departmental matters shall be granted to:

4.3.1. All full-time faculty members of the bargaining unit who have duties and responsibilities within the Department.

4.3.2. Any full-time joint appointee to the University faculty whose responsibility to the Department carries a value of at least six (6) faculty load hours. Such appointees will not be eligible to vote on matters related to University-wide committees.

**4.4 Winter Session/Summer Session Teaching**

The Department Chairperson, within constraints imposed on the number of semester hours permitted to be offered during the winter session/summer sessions, shall determine the courses to be offered based upon the interest and needs of students and faculty in a manner consistent with procedures followed during the regular academic year.

**4.5 Supplies and Equipment**

The Department Chairperson shall inform concerned Program Coordinators and faculty members at the time of budget preparation, and with their assistance, devise a system to allocate funds for essential supplies, services, and equipment.

**4.6 Departmental Committees**

A Departmental committee-of-the-whole shall consider all faculty issues not specified in other sections.

**4.7 Curriculum Process**

4.7.1. All proposed curriculum revisions shall conform to the procedures and schedules established by the University Curriculum Committee.

4.7.2. Proposals for curriculum revision shall be placed on the agenda for discussion at regularly scheduled Departmental meetings for discussion and approval.

4.7.3. Substantive program changes shall be initiated by Program Coordinators and voted on by a Departmental committee of the whole.

**4.8 University Committees**

All Departmental faculty representatives to the School of Education and Professional Studies and to University-wide committees shall be elected by a majority vote of the Department.

**4.9 Professional Advisory Committee**

A Professional Advisory Committee (PAC) shall be established by each Program to assist each of the Department programs in achieving their missions.

4.9.1. PAC membership shall consist of representatives from various clinical and community agencies and educators from various programs in Connecticut.

4.9.2. PAC Meetings shall be convened once per year, with additional special meetings as may be needed.

4.9.3. Functions/responsibilities of each Program’s PAC committee include:

4.9.3.1. Exploration and discussion of trends in each Program’s area of Counseling and Family Therapy that will affect future directions and Departmental course offerings.

4.9.3.2. Enhancement of networking between agencies and CCSU.

4.9.3.3. Assistance of faculty in maintaining liaison with other helping professional providers in the community.

4.9.3.4. Serving in an advisory capacity on matters pertaining to that program.

4.9.3.5. Encouragement of inter-institutional and inter-professional collaboration.

**4.10. University Committees**

Department representatives to the following committees:

* **Faculty Senate:**
  + One representative and one alternate elected for a two-year term
* **Curriculum Committee (SEPS, Graduate, and University):**
  + One representative and one alternate elected for a two-year term
* **Graduate Studies Committee:**
  + One representative and one alternate elected for each department graduate program for a two-year term
* **Library Liaison:**
  + One representative
* **School of Education and Professional Studies (SEPS) Diversity Committee:**
  + One representative
* **Faculty Advisor to Student or Honor Societies:**
  + One representative and one alternate
* **AAUP Faculty Representative:** 
  + One representative

**4. 11 Faculty Travel**

4.11.1. Travel funds allocated by AAUP will be divided equally among full time faculty.

**4.12. Student Complaint Process for Full-Time and Part-Time Faculty**

4.12.1. Department faculty have responsibility to acknowledge and communicate student complaints.

4.12.2. Faculty shall document student complaint or concern and communicates to the Program Coordinator and Chairperson.

4.12.3. Program Coordinator and Department Chair consults on addressing complaint and, if necessary, communicate/consult with SEPS Dean, Graduate Dean, and/or Provost as indicated.

**ARTICLE 5**

**Amendment of Bylaws**

**5.1 Procedure for Amendment of Bylaws:**

These by-laws may be amended by a majority vote of Department members at any Department meeting providing that such amendments shall have been distributed in writing and discussed at a previous Departmental meeting.

Revised: March 1990  
 November 1992  
 May 1993  
 September 1994

January 2002

February 2004

April 2004  
 April 2013

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